



Ventura County Environmental Health Division
 800 S. Victoria Ave., Ventura CA 93009-1730
 TELEPHONE: 805/654-2813 or FAX: 805/654-2480
 Web Site: www.vcrma.org/envhealth

TFF OPERATOR APPLICATION INSTRUCTIONS AND FEE SCHEDULE

**Use this guideline to determine fees and requirements.
 THIS IS A REFERENCE DOCUMENT. DO NOT SUBMIT.**

1. **The Operator of each Temporary Food Facility (TFF) must complete and submit the application and fee to the COMMUNITY EVENT ORGANIZER.** The Community Event Organizer must submit all applications to the Environmental Health Division (EHD) at least 30 days before the event.
2. **The applications are available on our website or at the EHD public services counter.**
3. Refer to the Temporary Food Facility Requirements and Procedures for a complete list of requirements.
4. **Submit a drawing of the TFF.** Identify and describe all equipment, including cooking and holding equipment, handwashing facilities, work tables, utensil washing sink, food and paper products storage, garbage containers, and customer service areas. *(See example)*
5. If you have questions, contact the Program Specialist:

Holly Sinclair Phone: 805/654-2431 Email: Holly.Sinclair@ventura.org

FOOD FACILITY FEES AND WAIVERS

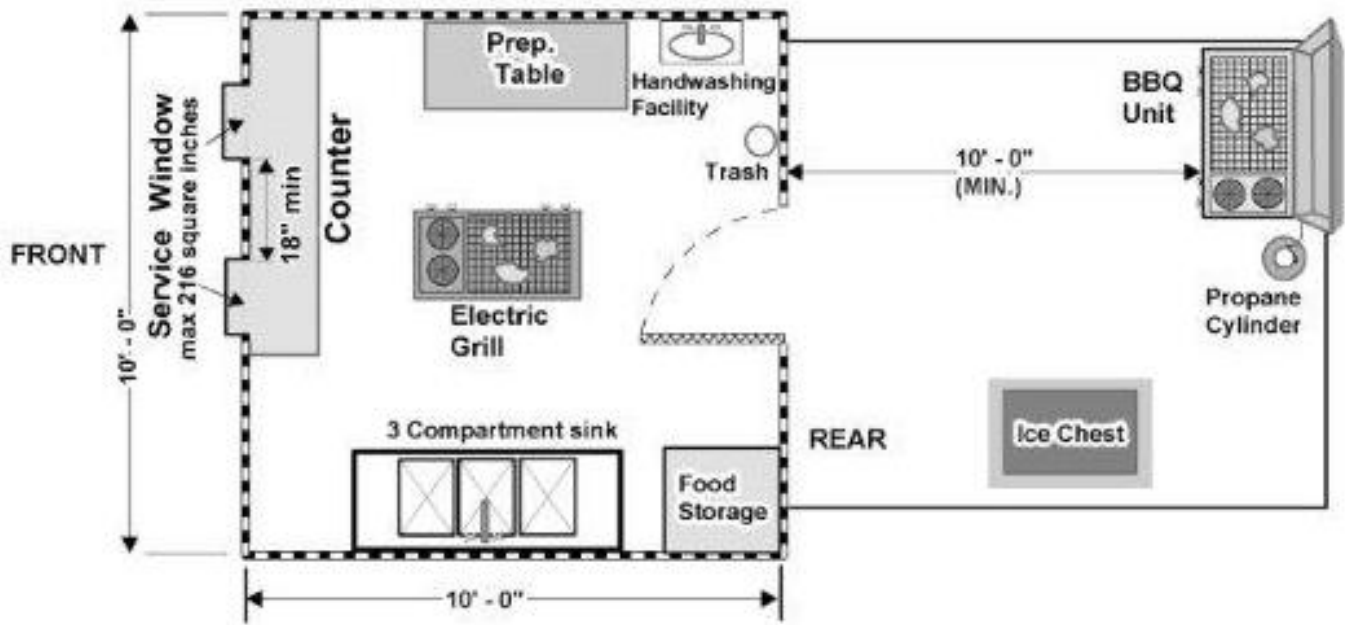
The fees shown on this page are effective for events occurring through June 30, 2017.

Type of TFF	Fee Due
1. TFF-1: Handling open foods or potentially hazardous foods	
a. Single Event	\$121.00
b. Annual (required at a Certified Farmers' Market)	\$409.00
2. TFF-2 Handling only prepackaged, non-potentially hazardous foods	
a. Single Event	\$64.00
b. Annual (required at a Certified Farmers' Market)	\$217.00
3. Fee Waiver Requirements to qualify for a full fee waiver:	
a. The TFF is operated by a non-profit charitable organization.	
b. Member of the non-profit charitable organization, providing food safety oversight, must possess a valid Temporary Food Facility / Community Event Certificate of Training issued by EHD and this member must be available at the event.	
c. Provide a copy of the TFF training certificate, documentation of non-profit charitable status, and complete the certification, Part E on the Operator Application (last page).	
d. The TFF application must be included with the Community Event Organizer Application and submitted at least 30 days prior to operation.	
4. Veteran Fee Exemption Requirements for Veteran Full Fee Exemption:	
a. Owner/Operator is sole proprietor AND a veteran honorably discharged. <i>Provide a copy of the DD214 form or other proof of honorable discharge.</i>	

Please take a moment to provide feedback. An opinion form can be completed at
<http://www.vcrma.org/envhealth/hawd.html>.
 You may also scan this code with your mobile device:



Example of Enclosed Booth:



Finish Schedule	Materials
Floor	Plywood
Walls	Plywood and Metal Mesh Screening
Ceiling	Flame Proof Canvas

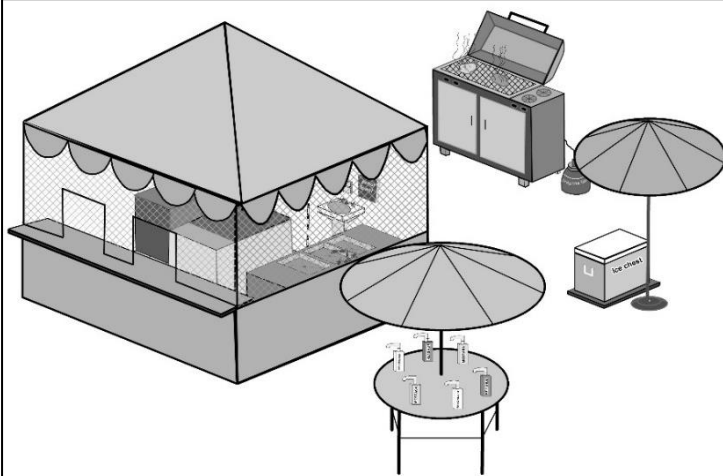


Illustration of a gravity hand-wash setup

